

**CONSTITUTION**

**- OF -**

**SANDGATE SWIMMING**

**CLUB INC**

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*Associations Incorporation Act 1981*

**Constitution of**

**Sandgate Swimming Club Inc.**

**1 INTERPRETATION**

(1) In this Constitution unless the contrary intention appears:

**Act** means the *Associations Incorporation Act 1981* (Qld).

**Affiliated Club** means the Association (club) recognized by Queensland Swimming as an affiliated club for the purposes of the constitution of Queensland Swimming.

**Affiliated Region** means the association established by Queensland Swimming to administer the sport of swimming in a particular geographic region of Queensland as determined by Queensland Swimming.

**Australian Swimming** means Australian Swimming Inc, its successors and assigns.

**Constitution** means this Constitution of this Association.

**FINA** means Federation Internationale de Natation, its successors and assigns.

**Honorary member** means a person granted that membership in accordance with Clause 7.

**Intellectual Property** means all rights or goodwill subsisting in copyright, business names, names, trade marks (or signs), logos, designs, patents or service marks (whether registered or registrable) relating to the Association, Queensland Swimming or Australian Swimming or any event, competition, championship, meeting or swimming activity of or conducted, promoted or administered by or under the control of the Association, Queensland Swimming and Australian Swimming.

**Life member** means a person granted that membership in accordance with Clause 7.

**Member** means a person who is a registered member, a Life Member or an Honorary Member except where the context indicates to the contrary, save that where a member is to exercise a vote under this Constitution the member must be above the age of 16 years.

**Registered Member** means a person registered with Queensland Swimming who is a member of the Association.

**Queensland Swimming** means Queensland Swimming Association Inc, its successors and assigns.

**Special resolution** means a resolution that complies with Section 3 of the Act passed:

- (a) by a Special General Meeting of the Association of which 21 days notice of intention to move the motion has been given in accordance with this Constitution
  - (b) by at least 75% of the persons present and entitled to vote at that meeting.
- (2) A word or expression that is not defined in this Constitution, but is defined in the Act has, if the context permits, the meaning given by the Act.
- (3) In this Constitution
- (a) a reference to a function includes a reference to a power, authority and duty
  - (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty
  - (c) words importing the singular include the plural and vice versa
  - (d) words importing any gender include the other gender
  - (e) references to persons, save where indicated to the contrary, include corporations and bodies politic
  - (f) references to a person include the legal personal representatives, successors and permitted assigns of that person
  - (g) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction).
- (4) Expressions referring to “writing” shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.
- (5) This Constitution supersedes the Model Rules in the Act.

## 2 NAME AND CLUB COLOURS

- (1) The name of the incorporated association is  
**Sandgate Swimming Club Inc.**  
("the Association").
- (2) The colours of the Association shall be as determined by the Management Committee and approved by the relevant Affiliated Region.

## 3 OBJECTS

The Objects of the Association are to:

- (1) affiliate as an Affiliated Club in accordance with the constitutions of Australian Swimming, Queensland Swimming and the relevant Affiliated Region
- (2) comply with the objects of Queensland Swimming and the relevant Affiliated Region in relation to swimming activities.
- (3) do all that is reasonably necessary to enable these Objects to be achieved and to enable the members of the Association to receive the benefits which these Objects are intended to achieve
- (4) undertake and/or do all things or activities which are necessary, incidental or conducive to achieve these Objects
- (5) comply with all requirements or obligations imposed by Australian Swimming, Queensland Swimming as a condition of affiliation
- (6) act in cooperation with Australian Swimming, Queensland Swimming and the relevant Affiliated Region to achieve the objects of those bodies
- (7) conduct, encourage, promote, advance and administer swimming activities including conducting and participating in swimming competitions held under the auspices of the relevant Affiliated Region, Queensland Swimming and Australian Swimming in the interests of members of the Association and swimming
- (8) act in good faith and loyalty to ensure the maintenance and enhancement of the Association and swimming, its standards, quality and reputation for the collective and mutual benefit of the members and swimming
- (9) participate as an active member in the activities of Queensland Swimming and any Affiliated Region that Queensland Swimming may establish from time to time and to which the Association must be affiliated
- (10) promote mutual trust, harmony and cooperation between members of the Association and members and officials of Australian Swimming, Queensland Swimming and any association or body associated therewith

- (11) comply fully with and implement any Code of Conduct, Policy, Standard, applicable By-Law or Condition [howsoever entitled] that has been, or may be, promulgated or approved by FINA, Australian Swimming, Queensland Swimming or the relevant Affiliated Region in relation to any member, swimming or any activity associated therewith
- (12) apply the property of the Association solely in pursuit of these Objects and swimming
- (13) use and protect the Intellectual Property
- (14) facilitate the establishment of a contract between each member of the Association and Queensland Swimming and relevant Affiliated Region whereby each member agrees to be bound by the constitution of Queensland Swimming including any disciplinary procedures established by Queensland Swimming or relevant Affiliated Region.

#### **4 POWERS**

For the purpose of furthering the Objects, the Association has the legal capacity and powers of a company as set out under section 124 of the *Corporations Act 2001 (Cwth)*

#### **5 APPLICATION OF INCOME AND PROPERTY**

- (1) The income and property of the Association shall be applied solely towards the promotion of the Objects.
- (2) No portion of the income or property of the Association shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any member.
- (3) No remuneration or other benefit in money or money's worth shall be paid or given by the Association to any member who holds any office of the Association.
- (4) Nothing contained in rules 5(2) or (3) shall prevent payment in good faith to any member:
  - (i) for any services actually rendered to the Association whether as an employee or otherwise
  - (ii) for goods or services, professional or otherwise, supplied to the Association in the ordinary and usual course of business
  - (iii) of interest, no greater than that payable to a bank for a comparable borrowing, on money borrowed from any member
  - (iv) of rent for premises demised or let by any member to the Association

- (v) for any out-of-pocket, travel or similar expenses incurred by the member on behalf of the Association.

Provided that any such payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arms length in a similar transaction.

## **6 CLASSES OF MEMBERS**

- (1) The membership of the Association consists of
  - (a) Registered Members
  - (b) Life Members
  - (c) Honorary Members
  - (d) any other category of member as may be determined by Queensland Swimming or Australian Swimming from time to time.
- (2) The number of members is unlimited

## **7 GRANT OF LIFE AND HONORARY MEMBERSHIP**

- (1) The Association may grant Life Membership and Honorary Membership.
- (2) Life Membership may be granted to a person who has provided meritorious service to the Association in recognition of his efforts in furthering the interests of the Association.
- (3)
  - (a) Life Membership may only be granted by means of special resolution at an Annual General Meeting.
  - (b) A nomination for Life Membership may only be made by the Management Committee or a member.
  - (c) A nomination by a member must be made to the Management Committee at least 30 days prior to the Annual General Meeting.
  - (d) The Management Committee shall make a recommendation to the Annual General Meeting following its review of any nomination by a member and any subsequent inquiries.
- (4) Honorary Membership may be granted by the Management Committee
  - (a) to a natural person above the age of 18 years in recognition of service as a non-swimmer to the Association and
  - (b) to any person acting in an honorary capacity for the Association including Patron, Auditor or Legal Adviser.



- (5) The entitlements of persons granted Life or Honorary Membership of the Association are
  - (i) Life Members may attend, speak and vote at all General and Special General Meetings of the Association
  - (ii) Honorary Members may attend and speak but not vote at all General and Special General Meetings of the Association
  - (iii) no membership fee is payable to the Association.

## **8 APPLICATIONS FOR MEMBERSHIP**

Applications for membership must be in writing in the form decided by the Management Committee.

## **9 MEMBERSHIP FEES**

The membership fees are

- (a) such fees as determined by Queensland Swimming from time to time and
- (b) such fees as determined by the relevant Affiliated Region and
- (c) such additional amounts decided at the Annual General Meeting of the Association and
- (d) payable when, and in the manner, as provided from time to time.

## **10 ADMISSION AND REJECTION OF MEMBERS**

- (1) The Management Committee must consider an application for membership at the next meeting of the committee held after it receives
  - (a) the application and
  - (b) the appropriate membership fee for the application.
- (2) The Management Committee must decide at the meeting whether to accept or reject the application.
- (3) If a majority of the Management Committee members present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member.
- (4) The Secretary of the Association must, as soon as practicable after the Management Committee decides to reject an application, give the applicant a written notice of the decision.

## **11 WHEN MEMBERSHIP ENDS**

- (1) A member may resign from the Association by giving a written notice of resignation to the Secretary.
- (2) The resignation takes effect on
  - (a) the day and at the time the notice is received by the Secretary or
  - (b) if a later day is stated in the notice, the later day.
- (3) The Management Committee may terminate a member's membership if the member
  - (a) is convicted of an indictable offence or
  - (b) does not comply with any of the provisions of this Constitution or
  - (c) has membership fees in arrears for at least 2 months or
  - (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association.
- (4) Before the Management Committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the Secretary of the Committee must give the member a written notice of the decision.

## **12 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP**

- (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the Secretary within one month after the person receives written notice of the decision.
- (3) If the Secretary receives a notice of intention to appeal, the Secretary must, within 30 days after the day of receipt, call a General Meeting to decide the appeal.
- (4) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (5) The Management Committee and the committee members who rejected the application or terminated the membership must be given an opportunity to show why the application should be rejected or the membership should be terminated.

- (6) An appeal must be decided by a vote of the members present at the meeting.
- (7) If a person whose application has been rejected does not appeal against the decision within one month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the application fee paid by the person.

### **13 DISCIPLINE OF MEMBERS**

- (1) The Management Committee may refer the following matters for investigation or determination in its sole discretion to such person or persons as may be constituted as a disciplinary tribunal which may make such finding of fact and impose such punishment, including reprimand, fine, disqualification, suspension or expulsion, as appears appropriate
  - (a) breach of Constitution: an allegation or grievance (not being vexatious, trifling or frivolous) by a complainant (who may be, but need not be, a member) that a member has breached, failed, refused or neglected to comply with a provision of this Constitution, the By-Laws or any other resolution or determination of the Management Committee or duly authorized committee or
  - (b) breach of discipline: an allegation (not being vexatious trifling or frivolous) by a complainant that a member
    - (i) acted in a manner unbecoming of a member or prejudicial to the objects and interests of the Association, Queensland Swimming, Australian Swimming and/or swimming or
    - (ii) brought the Association, Queensland Swimming, Australian Swimming and/or swimming into disrepute or
    - (iii) acted contrary to any standard or code of conduct [howsoever called] approved by Queensland Swimming or Australian Swimming.
- (2) This clause is applicable to a member notwithstanding any action taken under the constitutions of Australian Swimming, Queensland Swimming or relevant Affiliated Region in relation to that member.
- (3) For the purposes of this Clause the term “member” includes any person participating in any capacity in any swimming meet or other activity held under the auspices of the Association.
- (4) For the purpose of this clause, the member will be subject to and agrees to submit unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms of the Association as set out in its By-Laws or as provided in the By-Laws of Queensland Swimming or relevant Affiliated Region.

## **14 NOTIFICATION OF DISCIPLINE**

- (1) When a person has been suspended, disqualified or expelled as a result of disciplinary proceedings, notice shall be given by the Association to Australian Swimming, Queensland Swimming and all affiliated bodies.
- (1) A swimmer, on being suspended, disqualified or expelled as a result of disciplinary proceedings, shall forfeit any fee paid or trophies won in any contest in relation to which the disciplinary proceedings have taken place.
- (2) The Affiliated Club or other body conducting the contest in relation to which the suspension, disqualification or expulsion occurs shall confiscate all trophies or other awards, as are appropriate, and may distribute them in such manner as it thinks fit.

## **15 APPEALS AGAINST DISCIPLINE**

- (1) Any person, the subject of an adverse finding in proceedings in accordance with Clause 13 may appeal in relation to that adverse finding
  - (a) initially to the relevant Affiliated Region in accordance with its Constitution
  - (b) if dissatisfied with the appeal decision of the relevant Affiliated Region, to Queensland Swimming.
- (2) Such appeal shall be dealt with in accordance with such policies and procedures as the relevant Affiliated Region and Queensland Swimming may from time to time determine.

## **16 REGISTER OF MEMBERS**

- (1) The Management Committee must keep a register of members.
- (2) The register of members must include the following particulars for each member
  - (a) the full name and residential address and contact details of the member
  - (b) the date of admission as a member
  - (c) the date of death or resignation of the member
  - (d) details about the termination or reinstatement of membership
  - (e) any other particulars the Management Committee or the members at a General Meeting decide.
- (3) The register must be open for inspection at all reasonable times. However, before a member may inspect the register, the member must apply to the Secretary to inspect it.

- (4) The Management Committee shall provide to the relevant Affiliated Region and Queensland Swimming, at such time and in such form as Queensland Swimming may specify in writing, a copy of the register of members.

## **17 MEMBERSHIP OF MANAGEMENT COMMITTEE**

- (1) The Management Committee of the Association consists of a President, Vice-President, Secretary, Treasurer, and any other office bearer whom members of the Association elect or appoint at a General Meeting.
- (2) A member of the Management Committee must be a member of the Association.
- (3) At each Annual General Meeting of the Association, the members of the Management Committee must retire from office, but are eligible, on nomination, for re-election.

## **18 ELECTING THE MANAGEMENT COMMITTEE**

- (1) A member of the Management Committee may only be elected as follows
  - (a) any two members of the Association may nominate another member (the “candidate”) to serve as a member of the Management Committee
  - (b) the nomination must be in writing, signed by the candidate and the members who nominated him or her and given to the Secretary at least 14 days before the Annual General Meeting at which the election is to be held
  - (c) each member present at the Annual General Meeting may vote for any number of candidates not more than the number of vacancies
  - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A list of the candidates’ names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven days immediately preceding the Annual General Meeting.
- (3) If required by the Management Committee, balloting lists shall be prepared containing the names of the candidates in alphabetical order.

## **19 RESIGNATION OR REMOVAL FROM OFFICE OF MANAGEMENT COMMITTEE MEMBER**

- (1) A Management Committee member may resign from the committee by giving written notice of resignation to the Secretary.

- (2) The resignation takes effect on
  - (a) the day and at the time the notice is received by the Secretary or
  - (b) if a later day is stated in the notice the later day.
- (3) A person may be removed from office at a Special General Meeting of the Association if 75% of the members present and entitled to vote at the meeting vote in favor of removing the person.
- (4) Before a vote of members is taken about removing the person from office, the person must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A person has no right of appeal against the removal from office under this section.

## **20 VACANCIES ON MANAGEMENT COMMITTEE**

- (1) If a casual vacancy happens on the Management Committee, the continuing members of the committee may appoint another member of the Association to fill the vacancy until the next Annual General Meeting.
- (2) The continuing members of the Management Committee may act despite a casual vacancy on the Management Committee.
- (3) However, if the number of committee members is less than the number fixed under these rules as a quorum of the Management Committee, the continuing members may act to
  - (a) increase the number of Management Committee members to the number required for a quorum or
  - (b) call a General Meeting of the Association.

## **21 FUNCTIONS OF MANAGEMENT COMMITTEE**

- (1) Subject to this Constitution or a resolution of the Association carried at a General Meeting, the Management Committee has
  - (a) the general control and management of the administration of the affairs, property and funds of the Association and
  - (b) authority to interpret the meaning of this Constitution and any matter relating to the Association on which the Constitution is silent.
- (2) The Management Committee may exercise the powers of the Association
  - (a) to borrow, raise or secure the payment of amounts in a way the members decide

- (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Association's property, both present and future
  - (c) to purchase, redeem or pay off any securities issued
  - (d) to borrow amounts from members and pay interest on the amounts borrowed
  - (e) to mortgage or charge the whole or part of its property
  - (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association
  - (g) to provide and pay off any securities issued
  - (h) to invest in a way the members of the Association may from time to time decide.
- (3) For subsection (2)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by
- (a) the financial institution for the Association or
  - (b) if there is more than one financial institution for the Association the financial institution nominated by the Association.

## **22 MEETINGS OF MANAGEMENT COMMITTEE**

- (1) Subject to subsections (2) to (16), the Management Committee may meet and conduct its proceedings as it considers appropriate.
- (2) The Management Committee must meet at least five times in each calendar year to exercise its functions.
- (3) The Management Committee must decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the Management Committee.
- (5) If the Secretary receives a written request signed by at least 33% of the Management Committee members, the Secretary must call a special meeting of the Management Committee.

- (6) A request for a special meeting must state
  - (a) why the special meeting is called and
  - (b) the business to be conducted at the meeting.
- (7) At a Management Committee meeting, more than 50% of the members elected or appointed to the Management Committee as at the close of the last Annual General Meeting of the members form a quorum.
- (8) A question arising at a Management Committee meeting is to be decided by a majority vote of Committee members present at the meeting and, if the votes are equal, the question is decided in the negative.
- (9) A Management Committee member must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract, and if the member does vote, the member's vote must not be counted.
- (10) The secretary must give each Management Committee member at least 14 days notice of a special meeting of the Committee.
- (11) A notice of a special meeting must state
  - (a) the day, time and place of the meeting and
  - (b) the business to be conducted at the meeting.
- (12) The President or, if there is no President or if the President is not present within 10 minutes after the time fixed for a Management Committee meeting, the Vice-President is to preside at the meeting.
- (13) If the President and the Vice-President are absent from a Management Committee meeting, the members may choose one of their number to preside at the meeting.
- (14) If a quorum is not present within 30 minutes after the time fixed for a Management Committee meeting called on the request of committee members, the meeting lapses.
- (15) If a quorum is not present within 30 minutes after the time fixed for a Management Committee meeting called other than on the request of committee members, the meeting is to be adjourned to
  - (a) the same day, time and place in the next week or
  - (b) a day, time and place decided by the Committee.
- (16) If, at an adjourned meeting mentioned in subsection (15), a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.



## **23 DELEGATION OF MANAGEMENT COMMITTEE POWERS**

- (1) The Management Committee may delegate the whole or part of its powers to a subcommittee constituted by persons considered appropriate by the Management Committee.
- (2) A subcommittee may only exercise delegated powers in the way the Management Committee decides.
- (3) A subcommittee may elect a person to preside at any of its meetings.
- (4) If a person to preside is not elected, or if the person to preside is not present within 10 minutes after the time fixed for a meeting, the members present may choose one of their number to preside at the meeting.
- (5) A subcommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

## **24 ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS**

- (1) An act performed by the Management Committee, a subcommittee or a person acting as a member of the Management Committee is taken to have been validly performed.
- (2) Subsection (1) applies even if the act was performed when
  - (a) there was a defect in the appointment of a member of the Management Committee, subcommittee or person acting as a member of the Management Committee or
  - (b) a Management Committee member, subcommittee member or person acting as a member of the Management Committee was disqualified from being a member.

## **25 RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING**

- (1) A written resolution signed by each member of the Management Committee for the time being entitled to receive notice of a Committee meeting is as valid and effectual as if it had been passed at a Committee meeting that was properly called and held.
- (2) A resolution mentioned in subsection (1) may consist of several documents in like form, each signed by one or more members of the Committee.

## **26 FIRST GENERAL MEETING**

- (1) The first General Meeting must be held not less than one month, and not more than three months, after the day the Association is incorporated.
- (2) The Management Committee must decide where the meeting is to be held.
- (3) The business to be conducted at the first General Meeting must include the appointment of an auditor.

## **27 FIRST ANNUAL GENERAL MEETING**

The first Annual General Meeting must be held within 18 months after the day the Association is incorporated.

## **28 SUBSEQUENT ANNUAL GENERAL MEETINGS**

Each subsequent Annual General Meeting must be held

- (a) at least once each year and
- (b) within three months after the end of the financial reporting year.

## **29 BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING**

The following business must be conducted at each Annual General Meeting

- (1) confirmation of the Minutes of the previous Annual General Meeting
- (2) receipt of the Annual Report
- (3) receipt and adoption of the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the Association for the last financial year
- (3) receipt and adoption of the auditor's report on the financial affairs of the Association for the last financial year
- (4) election of members of the Management Committee
- (5) appointment of an auditor
- (6) appointment of a patron or patrons, if agreed to by the meeting
- (7) determination of the annual club membership fee
- (8) such other business, including approval of Life Members, as may be listed on the Agenda.

### **30 GENERAL MEETINGS**

- (1) At each General Meeting the Management Committee shall
  - (i) provide a financial statement of income and expenditure of the Association current to the date of the last meeting of the Management Committee
  - (ii) advise the meeting of all significant issues currently being considered by the Management Committee
  - (iii) provide such other information that the meeting, by motion, determines should be provided
- (2) Members shall be entitled to attend and speak and vote at all General Meetings.

### **31 SPECIAL GENERAL MEETING**

- (1) The Secretary may only call a Special General Meeting by giving each member notice of the meeting within 21 days after
  - (a) being directed to call the meeting by the Management Committee or
  - (b) being given a written request by
    - (i) at least 33% of the members of the Management Committee or
    - (ii) at least the number of members of the Association equal to double the number of members of the Management Committee plus one or
  - (c) being given a written notice of an intention to appeal against the decision of the Management Committee
    - (i) to reject an application for membership or
    - (ii) to terminate a person's membership.
- (2) A request mentioned in subsection (1) (b) must state
  - (a) why the Special General Meeting is being called and
  - (b) the business to be conducted at the meeting.

### **32 NOTICE OF GENERAL MEETING**

- (1) The Secretary upon direction of the Management Committee shall call a General Meeting of the Association.
- (2) The Secretary must give at least 21 days notice of the meeting to members.

- (3) The Management Committee shall decide the way in which the notice must be given.
- (4) A notice of a General Meeting must state the business to be conducted at the meeting.

### **33 QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING**

- (1) Subject to subsection (5), at a General Meeting the number of members equal to double the number of members of the Management Committee plus one forms a quorum.
- (2) No business may be conducted at a General Meeting unless a quorum of members is present when the meeting proceeds to business.
- (3) If a quorum is not present within 30 minutes of the time fixed for a General Meeting called on the request of members of the Management Committee of the Association, the meeting lapses.
- (4) If a quorum is not present within 30 minutes after the time fixed for a General Meeting called other than on the request of members of the Management Committee or the Association , the meeting is to be adjourned to
  - (a) the same day, time and place in the next week or
  - (b) a day, time and place decided by the Management Committee.
- (5) If, at an adjourned meeting, a quorum under subsection (1) is not present within 30 minutes after the time fixed for the meeting, the members present form a quorum.
- (6) The person presiding may, with the consent of any meeting at which a quorum is present, and must, if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under subsection (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The Secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

## 34 PROCEDURE AT GENERAL MEETING

- (1) Subject to these provisions, at each General Meeting or Special General Meeting
  - (a) the President or, if there is no President or if the President is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the Vice-President is to preside
  - (b) if the Vice President is absent or unwilling to preside the members present must elect one of their number to preside at the meeting
  - (c) the person presiding must conduct the meeting in a proper and orderly way
  - (d) each question, matter or resolution must be decided by a majority of votes of the members present
  - (e) each member present and entitled to vote is entitled to one vote only and, if the votes are equal, the chair or person presiding has a casting vote as well as a primary vote
  - (f) a member is not entitled to vote at a General Meeting if the member's annual subscription is in arrears at the date of the meeting
  - (g) voting may be by a show of hands or a division of members, unless at least 20% of the members present demand a secret ballot
  - (h) if a secret ballot is held, the person presiding must appoint two members to conduct the secret ballot in the manner the person presiding determines
  - (i) the result of a secret ballot as declared by the chair is taken to be a resolution of the meeting at which the ballot was held
  - (j) a member may vote in person or by attorney and
    - (i) on a show of hands, each person present who is a member or a representative of a member has one vote and
    - (ii) in a secret ballot, each member present in person or by attorney or other properly authorized representative has one vote;
  - (k) the Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting and General Meeting are entered in a minute book
  - (l) the Secretary must ensure the minute book for each General Meeting is open for inspection at all reasonable times by any financial member who previously applies to the Secretary for the inspection.

- (2) To ensure the accuracy of the minutes recorded under subsection (1) (p)
  - (a) the minutes of each Management Committee meeting must be signed by the person presiding at the meeting, or the person presiding at the next Management Committee meeting, verifying their accuracy
  - (b) the minutes of each General Meeting must be signed by the person presiding at the meeting, or the person presiding at the next General Meeting, verifying their accuracy and
  - (c) the minutes of each Annual General Meeting must be signed by the person presiding at the meeting, or the person presiding at the next meeting of the Association that is a General Meeting or Annual General Meeting, verifying their accuracy.

### **35 BY-LAWS**

- (1) The Management Committee may make, amend or repeal By-Laws, not inconsistent with these rules, for the internal management of the Association.
- (2) A By-Law may be set aside by a vote of members at a General Meeting of the Association.

### **36 ALTERATION OF THIS CONSTITUTION**

- (1) Subject to the Act, this Constitution may be amended, repealed or added to following the specific approval of Queensland Swimming by a special resolution carried at a Special General Meeting.
- (2) However an amendment, repeal or addition is valid only if it is registered by the chief executive of the Department administering the Act.

### **37 COMMON SEAL**

- (1) The Management Committee must ensure the Association has a common seal.
- (2) The common seal must be
  - (a) kept securely by the Management Committee
  - (b) used only under the authority of the Management Committee.
- (3) Each instrument to which the seal is attached must be signed by a member of the Management Committee and countersigned by
  - (a) the Secretary or
  - (b) another member of the Management Committee or
  - (c) someone appointed by the Management Committee.

## 38 FUNDS AND ACCOUNTS

- (1) The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Management Committee.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) If an amount of \$100 or more is paid by cheque, the cheque must be signed by any two of the following
  - (a) the President
  - (b) the Secretary
  - (c) the Treasurer
  - (d) another member authorized by the Management Committee for the purpose.
- (5) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed „not negotiable“.
- (6) A petty cash account must be kept on the imprest system, and the Management Committee must decide the amount of petty cash to be kept in the account.
- (7) All expenditure must be approved or ratified at a Management Committee meeting.
- (8) The Treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared
  - (a) the income and expenditure for the financial year just ended
  - (b) the Association’s assets and liabilities at the close of the year
  - (c) the mortgages, charges and securities affecting the property of the Association at the close of the year.
- (9) If the Association is incorporated within three months before the end of the Association’s financial year, subsection (8) does not apply for the financial year in which the Association is incorporated.
- (10) The auditor must examine the statement prepared under subsection (8) and present a report about it to the Secretary before the next Annual General Meeting following the financial year for which the audit was made.
- (11) The income and property of the Association must be used solely in promoting the Association’s objects and exercising the Association’s powers.

### **39 DOCUMENTS**

The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.

### **40 FINANCIAL YEAR**

The financial year of the Association closes on 28<sup>th</sup> February in each year.

### **41 DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY**

- (1) This section applies if the Association
  - (a) is wound up under part 10 of the Act and
  - (b) it has surplus assets.
- (2) The surplus assets must not be distributed among the members of the Association.
- (3) The surplus assets must be given to Queensland Swimming, or any successor or assignee thereof, to be used in accordance with the objects of that association.
- (4) In this section “surplus assets” has the meaning given by section 92(3) of the Act

### **42 TRANSITIONAL PROVISIONS**

- (1) Where an Association recognized by Queensland Swimming as an Affiliated Club is already registered under the Act, the provisions of this Constitution take effect following the adoption by the Association of this Constitution in accordance with the Act.
- (2) An Association already recognized by Queensland Swimming as a swimming club shall be recognized as an Affiliated Club by Queensland Swimming upon adoption of this Constitution.